

COLLECTION DEVELOPMENT POLICY-SELECTION AND ACQUISITION

The Clarkson Public library is committed to:

1. Maintaining an up-to-date collection of basic works of lasting value.
2. Providing timely materials which express a variety of opinions on issues of current and historical interest.
3. Purchasing appropriate amounts of items in current demand.
4. Purchasing or borrowing items requested by users.
5. Supplying self-help materials for informal personal growth.
6. Supporting educational, city and cultural activities within the community.

The general collection may include currently published juvenile and adult fiction and non-fiction titles, significant materials of the past and present, newspapers, magazines, online databases, cake pans, VHS tapes, DVDs, audio collection, microfilm collection, and current editions of the most useful reference books.

The director will be responsible for the selection and purchase of items which best fit the interests and needs of the community as defined by the library goals as stated in the current planning document. The following criteria may be used, but may not be limiting factors, in evaluating materials during acquisition as well as weeding:

1. Reputation of author
2. Recommendations
3. Format, technical quality, durability
4. Content
5. Ease of Use
6. Uniqueness of approach
7. Style
8. Timeliness or lasting value
9. Scope
10. Unity
11. Totality of impression
12. Achievement of purpose
13. Accuracy

The following criteria may be used for selecting materials for acquisition:

1. Price-the library secures the best discount possible
2. Durability
3. Physical limits of the building
4. Demand-potential use
5. Relationship to existing collection
6. Availability elsewhere in the area
7. Comparison to other sources on the subject
8. Appropriate to library goals
9. Appropriate for patrons
10. Priority will be given to printed materials, primarily books, over other media

The following criteria may be used for evaluating materials for weeding or replacement:

1. Accuracy and age of material
2. Physical condition of materials—Books are considered for binding, replacement or withdrawal based on worth to the collection, user need and interest, cost and availability.
3. Current demand
4. Ease of use
5. More recent acquisitions
6. Availability of newer additions
7. Of no literary or scientific worth
8. No relevancy to the needs and interests of the community
9. Existence of duplicate copies

The library will try to balance special group interests with general demand, to present fairly and truthfully opposing sides of controversial issues handled. Political or social affiliations of a specific author will not cause rejection of his or her works. The library will not censor any book for reasons of religious or political thought expressed. Judgment regarding any particular material is made after a thoughtful review of the whole book.

A policy cannot replace the judgment of the Director but will serve as a guide for the Director at the Clarkson Public Library when choosing from the large amount of materials available. The goal is to choose materials that can promote education, advance knowledge and provide recreational reading. The library incorporates as part of its policy when selecting books the Intellectual Freedom Statement and the Library Bill of Rights which endorses each citizen's freedom to read, as guaranteed by the constitution.

Gift books and materials may be accepted with the understanding that the library will keep those that it finds useful. It is at the discretion of the Library Director that the items may be disposed of without accounting to the donor. The Library Director has the discretion to refuse those items that may not meet the library's criteria. The Library Director can decide on the placement and use of the gift. The Library Director also will be responsible for evaluating items in the ongoing process of weeding. The library will have complete control over disposition of withdrawn materials while complying with Nebraska statutes. The final responsibility for book selection and weeding lies with the Library Director but she may delegate her selection responsibilities to other staff members.

As materials are weeded from the collection, they will be marked "withdrawn" and may be offered for sale in the library, or otherwise disposed of at the Library Director's discretion.

Every effort is made to provide materials that will be of interest to the local patrons of Clarkson. Because the library serves a diverse community, it is possible that some items in the collection will be offensive to library users. Persons wishing to express a complaint regarding specific items in the collection or recommending that the library not purchase a similar item in the future may do so by completing in full a Library Complaint form and returning it to the Library Director. This will then be reviewed by the director and the library board of trustees.